

LAW OFFICES
JEROME L. KESSLER
CHAMBER OF COMMERCE BLDG.
NEWARK, N. J.
MITCHELL 2-2908

May 15, 1940

Mrs. Effa Manley
101 Montgomery Street
Newark, N. J.

Dear Mrs. Manley:

I am making application for the U. S. Naval Reserve and I am in need of a letter of reference and recommendation, executed in quadruplicate. I should like it to come from you as the person to whom I am directly responsible in my current employment.

My application is for an appointment in the Intelligence Service with particular reference to publicity and public relations, or in the alternative for the legal service.

The prospectus says that the letter should positively indicate the qualities necessary for a particular activity in the Intelligence Service. It further says: "Perfunctory letters in the common style of good fellowship are not acceptable. Letters which indicate abilities, application, accomplishment, imagination, conduct, endurance, initiative, intelligence, versatility, loyalty, sound and tested Americanism, and sobriety under strain, give facts of value and are the types of letters desired."

Respectfully,

Jerry Kessler

K:B